

City of Annapolis Recreation Advisory Board
(Ord. O-19-98 § 1: Ord. O-16-92 § 1: prior code § 2-43)

BY-LAWS

Article I: Name

The name of this organization is the City of Annapolis Recreation Advisory Board

Article II: Duties

- A. The board shall act in an advisory capacity to the Department of Recreation and Parks and the Department of Recreation and Parks Director, and shall review and make recommendations to the department and director with respect to:
1. The budget of the department;
 2. The programs and activities of the department;
 3. The recreational facilities of the department; and
 4. Cooperative programs between the department and other public or private organizations.
- B. The board also shall have the responsibility of informing the public as to the availability of the department's facilities and programs
- C. The board shall prepare and deliver to the City Council an annual report regarding its activities during the preceding year on or before March 1st of each year.

Article III: Board Members

A. Composition:

The board shall consist of eleven residents of the City who have a demonstrated interest in the activities and programs of the Department of Recreation and Parks. Board members shall be appointed by the Mayor and confirmed by a majority vote of the City Council.

The Director of Recreation and Parks and the Planning and Zoning Director shall serve as ex-officio, nonvoting members of the board.

B. Terms

Each of the resident members of the board shall serve for terms of three years or until their successors are appointed and qualify, commencing on July 1st of the year in which appointed. The City Council may designate the initial terms of the resident members of the board and provide for staggered terms so that the terms of not more than three members of the board expire in any one year.

C. Attendance

Members are expected to attend every meeting. Any member who has more than three unexcused absences in a year will be recommended for removal to the Recreation and Parks Director.

D. Quorum.

A simple majority of positions filled at 50% +1 shall constitute a quorum for the conduct of business.

E. Resignation.

A member who wishes to resign should provide a letter of resignation to the Chair giving a minimum of 30 days' notice. The Chair will announce the resignation at the next regular meeting.

F. Termination:

Upon a majority vote, board members may recommend that an appointment be terminated on the following grounds:

- a. Attendance
- b. Unresolved conflict of interest
- c. Unethical or unlawful behavior.

G. Vacancies:

The Chairperson will notify the Recreation and Parks Director of vacancies.

Article IV. Officers:

The board shall elect a chair and vice-chair from among its membership at the first meeting in January each year. Nominations will be accepted from the floor. Election will be by simple majority. Officers will serve for two years with one renewable term.

Article V. Meetings

The Recreation Advisory Board will meet a minimum of eight times per year. The meetings are open to the public.

Article VI. Committees

A. Executive Committee

There will be an **Executive Committee**, comprised of the Chair, vice chair and Past Chair. The Executive Committee shall:

1. Draft the agenda
- 2.
3. Act for the board in emergencies.

B. Additional committees may be appointed by the Chair.

Article VII. Conflict of Interest

No members of the Board shall cast a vote on any matter that would provide direct financial benefit to that member or agency where the member is employed or otherwise give the appearance of a conflict of interest under city regulation. In any instance where the appearance of conflict of interest is uncertain, the matter will be referred to the Recreation and Parks Director

Article VIII. Amendments

Amendments to the By-Laws may be proposed by at least two members of the board, in writing, and read at the next regular meeting. The proposed amendment(s) must then be placed on the agenda of the next regular meeting and notice thereof, along with the written text of the proposed amendment(s), provided every member prior to the meeting at which the vote is scheduled. The affirmative vote of two-thirds of the membership is required in order to adopt any amendment(s).